



# USAID | AFGHANISTAN

**Agency Name:** USAID/Afghanistan

**Annual Program Statement Number:** APS-306-12-013

**Issuance Date:** November 1, 2011

**Closing Date:** October 31, 2012

**Subject:** USAID/Afghanistan Annual Program Statement, Public Private Innovative Development Initiative

**Dear Applicants:**

USAID/Afghanistan is seeking application to form strategic and synergistic alliances with entities in the private sector in order to maximize the impact of its development work. Through this Annual Program Statement (APS), Innovative Development Initiative, our objective is to establish alliances that tap or leverage new resources and/or technologies to build sustainable foundation businesses and activities that address national development challenges and priorities. Key USAID developmental priorities include economic stability and growth, food security and health, which may be addressed through programs in development areas such as economic growth, agriculture, water supply/quality, workforce development and education. There is a special interest in partnerships that target underserved populations (particularly women and youth) and communities as program beneficiaries. More details concerning USAID's development activities that may be considered potential areas of cooperation may be found herein in Section IV.

If you think your organization's expertise, current programs or plans could be instrumental in furthering one or more of USAID's priority development objectives, you are encouraged and cordially invited to submit a concept paper. Interested parties may be U.S. or non-U.S. (including Afghanistan), and non-profit or for-profit entities. USAID/Afghanistan has established an Innovation Fund to finance this program. Activities under this APS will begin in late 2011 through early October, 2014. It is unlikely that any one award will be larger than \$500,000.

This APS Innovation is issued under the authority of the Foreign Assistance Act of 1961, as amended. Pursuant to 22 CFR 226.81, it is USAID policy not to award profit under assistance instruments. However, all reasonable, allocable, and allowable expenses, both direct and indirect, which are related to the grant program and are in accordance with applicable cost standards (22 CFR 226, OMB Circular A-122 for non-profit organizations, OMB Circular A-21 for universities, and the Federal Acquisition Regulation (FAR) Part 31 for-profit organizations), may be paid under this agreement when awarded.

Applications will be accepted in two phases: (1) concept papers, and (2) full applications. Concept papers may be submitted at any time from November 1, 2011 to October 31, 2012, in accordance with the schedule outlined in Section VI.A. If a concept paper is not accepted, USAID will notify the applicant in writing. Accepted applications shall align with and further Afghan national development priorities and objectives as elaborated in Section IV.

Applicants are requested to submit their concept papers electronically to the following e-mail address:  
[KabulAidOAAmailbox@usaid.gov](mailto:KabulAidOAAmailbox@usaid.gov)

Concept papers will be judged by a Technical Evaluation Committee. Organizations whose concept papers are accepted will be invited to submit full applications in electronic format, either by e-mail or by CD. Full



applications should be presented in two sections. The first section shall consist of the technical proposal itself, and the second section shall contain the accompanying detailed budget and cost information.

Awards will be made to those applicants whose proposals are innovative and deemed to offer the greatest opportunity and potential to make a significant, positive, impact on the results of USAID development programs in Afghanistan. Details regarding awards are presented in Section VII.D.

The authority for this APS is found in the Foreign Assistance Act of 1961, as amended. This APS is issued as a public notice to ensure that all interested parties have a fair opportunity to submit applications.

Issuance of this APS does not constitute an award commitment on the part of the U.S. Government, nor does it commit USAID to pay for the costs incurred in the submission of an application. Furthermore, USAID reserves the right to reject any or all applications received. In addition, the final award of any resultant cooperative agreement or grant cannot be made until funds have been fully appropriated, allocated and committed through internal USAID procedures. While it is anticipated that these procedures will be successfully completed, potential applicants are hereby notified of these requirements and conditions for awards. Applications are submitted at the risk of the applicant. Should circumstances prevent award, all preparation and submission costs are at the applicants' expense.

USAID has a limited amount of funding available for this activity. We anticipate that only a limited number of proposals will be funded and reserve the right to fund any or none of the applications received.

Please address any questions concerning this APS via e-mail to [KabulAidOAMailbox@usaid.gov](mailto:KabulAidOAMailbox@usaid.gov).

Thank you very much for your interest in considering a partnership with USAID.

Sincerely,

A handwritten signature in blue ink that reads "Robert P. Schmidt, Jr." with a stylized flourish at the end.

Robert P. Schmidt, Jr

Agreement Officer

Office of Acquisition & Assistance  
U.S. Agency for International Development  
U.S. Embassy  
Great Masood Road  
Kabul, Afghanistan

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## **USAID/Afghanistan Annual Program Statement for FY 2011: Public/Private Innovative Development Initiative**

### **I. OVERVIEW**

This Annual Program Statement (APS) solicits applications from prospective private sector partners to assist in carrying out priority development programs by complementing the existing activities of the U.S. Agency for International Development (USAID) in Afghanistan.

USAID is committed to improving the ways in which we execute our foreign assistance programs through broader collaboration with new partners. The Agency seeks, through the establishment of public-private alliances, where appropriate, to stimulate private-sector-led development and increased private sector investment in Afghanistan. USAID is particularly interested in innovative approaches that can have a significant impact on a major development challenge. Alliance partners are expected to bring significant new resources, ideas, technologies and/or partners to address priority development problems and challenges. Prospective alliance partners will be able to clearly articulate the value that they bring to a particular development challenge or USAID initiative, for example, by helping to increase the scale, efficiency, effectiveness, and/or sustainability of an initiative.

As a guideline for considering this solicitation, USAID's experience with public/private partnerships has revealed three alliance models that tend to produce the most innovative and greatest development results:

- Co-investment in a public good – USAID and private sector partners co-invest in a public good that benefits both the public and private sectors (e.g. industry-wide standards).
- Encouraging market entry – USAID partners with the private sector to create the incentives or reduce the risk for a local or international partner to enter into a new market that they may otherwise be unwilling or unable to test (e.g. provision of a capital grant or guarantee to secure financing).
- Harnessing private sector capabilities – USAID leverages the core capability of private sector entities or individuals to address a development issue (e.g. sending a social message through a media channel that serves a key target audience).

These are only three examples of formulas for forming successful partnerships.

Please refer to the USAID website at [www.usaid.gov/gda](http://www.usaid.gov/gda) for more information about the history and objectives of public-private partnerships. The website also provides examples of recent alliances worldwide.

This APS is issued as a public notice to ensure that all interested parties have a fair opportunity to submit applications for funding. Applications are reviewed in two phases: 1) concept papers, and 2) full applications. If a concept paper is unacceptable, USAID will notify the applicant in

writing. If a concept paper is accepted, the applicant will be invited to submit a full application. Issuance of this APS does not constitute an award commitment on the part of USAID, nor does it commit USAID to pay for the costs incurred in the submission of a concept paper or an application. In addition, USAID reserves the right to reject any, or all, of the concepts papers and/or applications received.

## II. PURPOSE

The purpose of this APS is to disseminate information about USAID/Afghanistan's current development activities and priorities for FY 2011 and ensure that all interested parties have a fair opportunity to submit applications for funding. This APS also explains the procedure for submitting and criteria for evaluating applications.

## III. AUTHORITY

The Annual Program Statement is authorized in accordance with the Foreign Assistance Act of 1961, as amended.

## IV. AREAS OF INTEREST

This APS supports the foreign assistance priorities of the U.S. Government (USG) as reflected in USAID/Afghanistan's programs and projects. By pursuing opportunities to partner with USAID, your organization can make an important contribution to development objectives in Afghanistan. USAID/Afghanistan is interested in engaging local, regional and international organizations and non-governmental organizations on innovative ways to achieve common objectives. Through partnership concepts elicited through this APS, USAID/Afghanistan seeks to significantly and positively affect the impact and result of the high-priority development initiatives presented below. USAID/Afghanistan places no restrictions on concept papers on the basis of geographical considerations. However, at the present time, we are particularly interested in good concept papers that favorably impact one of these development initiatives in the provinces of Bamyan and Panjshir, and the cities of Mahtarlam, Herat, Mazar, Kabul and Lashkar Gah.

- A. Economic Stability: Agriculture Value Chain Development – Worldwide, one billion people live in poverty and chronic hunger, and this number appears to be rising. Sixty percent of these people are rural, women-led small-scale food producers. Twenty percent are rural landless laborers, and twenty percent are urban dwellers. In Afghanistan, agriculture is the main source of livelihood and subsistence for 80% of the population that lives in rural areas, and a crucial sector for national food security and economic growth and stability. Engagement of the private sector is critical to the success and sustainability of this initiative. USAID/Afghanistan's agricultural assistance strategy focuses on creating agriculture jobs and increasing rural incomes by implementing programs that improve productivity, regenerate agri-business, improve distribution channels, increase irrigation, diversify crops

and strengthen government services to this industry. USAID is addressing constraints along the entire value chain, from production to processing to marketing and sales and distribution. Through this APS, USAID/Afghanistan expects to identify and support new partnerships that can accelerate agriculture sector growth, improve nutrition status, especially of women and children, and increase investment in agricultural enterprises.

- B. Economic Growth - There are many obstacles to the creation of broad-based economic growth in Afghanistan, which touch on nearly every aspect of development. These include the education and skill base of the population, infrastructure, health and the enabling environment created by government. USAID/Afghanistan is currently conducting programs in the areas of economic policy and trade, private sector competitiveness and workforce development that address some of these issues. The overarching goal of these projects is to expand the private sector and train workers with relevant skills, improve and standardize the commercial enabling environment, increase direct investment and significantly increase the number of jobs accessible to people. And importantly, to effectively fill these new jobs, vocational training for young people will be critical. If you believe your organization has the product, and/or the innovative idea or otherwise possesses the capability to significantly impact economic growth in Afghanistan in partnership with USAID, please submit a concept paper.

C. Workforce Development:

1. Education & Vocational Training – Two thirds of the population of Afghanistan is twenty five years old or younger. The education of youth in Afghanistan is vital to the overall development of the country, and in particular to economic growth and development. USAID/Afghanistan is currently implementing a broad range of programs designed to improve the quality of basic and higher education and increase access to education for both boys and girls. The latter is complicated by unrest in parts of the country. Creating opportunities for targeted vocational training for the 15 to 25 age group is an important part of these programs. As new jobs are created in the economy, young people must have access to vocational training in order to learn the skills necessary to perform in these jobs. Another key objective is to increase the number of faculty and to enhance their teaching skills and qualifications. There has also been a major effort to build the infrastructure necessary to support the national educational requirements in the form of regular schools, and for example, adequate accommodation for students and staff at institutions of higher learning. Therefore, much progress has been made. You are invited to use this APS to submit concept paper that illustrate how your organization can make a significant impact on further development of the education sector in Afghanistan in partnership with USAID.

2. The general health of the population is another factor that should be considered in building a vibrant and effective workforce. With strategic investments in health systems, we will spur progress in economic and agricultural development and job creation. Achieving improvements in health outcomes is a high priority development objective in Afghanistan.
- D. Women – The USG believes that Afghanistan will not be able to meet its development goals unless Afghan women are given the ability and opportunity to contribute fully. For that reason, gender is considered a cross-cutting issue that applies to activities in every sector, and applications that promote the role of Afghan women as agents of change, provide girls and women with access to capacity building, and enable women to participate in leadership and decision-making positions across all sectors are welcomed. Activities may focus on the specific and unique needs of women or ensure leading roles for women in broader country concerns. In every case, setting targets for women’s engagement or capacity building at the outset is encouraged.
- E. Science & Technology – Through this APS, USAID/Afghanistan is seeking ideas and concepts to utilize existing technologies in innovative ways that will positively impact our development programs. The input of science, technology and innovation is sought to impart a positive effect on broad-based economic growth and other critical development concerns such as food security, education, health and climate change.

Potential partners for USAID/Afghanistan are invited to use this APS to submit concept papers for alliances that address development-focused scientific research, improved monitoring and evaluation, new technology adoption approaches, or other entrepreneurial approaches that demonstrate how science, technology and innovation can have a significant impact on a particular grand development challenge.

Renewable energy technologies such as small-scale hydro, solar photo-voltaics (PV), wind and biodiesel have the advantage of being able to serve remote, rural areas, because these technologies are not reliant on a central electricity grid for distribution. This APS welcomes innovative science and technology concepts that have a practical application potential in Afghanistan to foster energy independence and development through the promotion of energy efficiency and increased use of renewable energy resources while promoting the development of Afghanistan’s research and development (R&D) and manufacturing capacities as part of the process. Particular emphasis is on the 80% of Afghans who live in rural areas and don’t have access to electricity provided by the grid



## V. ELIGIBILITY

USAID/Afghanistan is particularly interested in innovative public-private partnerships that address development challenges in new ways, leveraging the resources and unique skills of new types of partners in replicable, sustainable and scalable ways. Applications that incorporate local businesses and entrepreneurs as partners and/or beneficiaries in design and implementation of an alliance are most likely to be successful and sustainable. Most often, local ownership, leadership and beneficiary participation are keys to success. USAID/Afghanistan supports and promotes the utilization of domestic companies, workforce, products and services through the “Afghan First” program whenever possible. Applicants whose applications serve to enhance the “Afghan First” program may be eligible for more funding. A complete description of the “Afghan First” program and its goals is presented in Annex A.

Applicants may be U.S. or non-U.S. (including Afghan), non-profit or for-profit entities. However, no fee or profit will be paid to an award recipient or sub-recipient. Applicants selected for funding, who are first-time recipients of USAID funds, may be required to undergo pre-award financial and management systems reviews. Additionally, all non-US applicants must undergo vetting.

## VI. INSTRUCTIONS TO APPLICANTS

### A. CONCEPT PAPER AND SUMMARY BUDGET:

All interested applicants must submit an initial concept paper **not to exceed three pages** that addresses the following:

1. *Goals/Basis/Strategy* - Include an explanation of the problem to be addressed, the expected goals to be achieved, and a short description of the strategy to be used to achieve the proposed goals. Frame this in the context of how the proposed program can be reasonably expected to create incremental jobs;
2. *Beneficiary Population and Geographic Range of the Program* – Define the characteristics and details of the target population and geographic area in Afghanistan in which the proposed program will be conducted. Include a statement as to how the program will positively affect the well-being of women and how many women;
3. *Development Plan and Activity Description* – Include a short description of the activities that will be undertaken to achieve the proposed objective, how this activity supports USAID’s programs and a general timeline;

4. *Expected Impact* – Outline expected results and the mechanisms proposed to measure and monitor progress. Estimate as accurately as possible the number of incremental jobs that will be created and what measureable positive up-stream and down-stream economic effects will be realized;
5. *Technical/Administrative Capabilities in Proposed Work Area* - Describe your organization's technical and administrative experience and capabilities; and
6. *Cost* - Estimate the cost of the program; and
7. *Environmental Impact* - Estimate the impact, if any, of the program on the environment.

Step-by-step guidance for the preparation of the concept paper as well as a standard form are presented in Annexes B & C, respectively. A description of the rules and regulations governing the environmental review is presented in Annex D.

As a rule, applicants are encouraged to contribute to the cost of the program. If a proposal is particularly beneficial to the domestic economy and has merit in line with the principles of “Afghan First,” or qualifies as a seed project as defined below in Section VII.D., the USAID contribution may be as high as 100%.

Cost sharing includes contributions, both cash and in-kind, which are necessary and reasonable to achieve program objectives and which are verifiable from the recipient's records. Cost sharing contributions may include volunteer services provided by professional and technical personnel and un-recovered indirect costs. Additional information may be found in 22 CFR 226.23 “Cost sharing and matching” and the USAID Automated Directives System (ADS) 303.3.10; both documents are available online at: [www.usaid.gov/business/regulations/](http://www.usaid.gov/business/regulations/). Applicant contributions may be cash or in-kind, in the form of a relevant good or service.

Concept papers may be submitted at any time from November 1, 2011 to October 31, 2012 and will be evaluated on a quarterly rolling basis as follows:

- Phase 1 – November 1 to January 31
- Phase 2 – February 1 to April 30
- Phase 3 – May 1 to July 31
- Phase 4 – August 1 to October 31

Those concept papers deemed to be sufficiently responsive to this APS will be invited to submit a full application in the format described in the section below. Applicants will be notified of this within 60 days of the date of submission of the concept paper.

## **B. FULL APPLICATION:**

Invited full applications in response to this solicitation should address how the applicant intends to carry out the program and clearly describe the work to be undertaken and the responsibilities of all parties. This document should provide a complete overview of the program design and implementation, and be a stand-alone representation of the proposed program. The application

should also provide a detailed description of how the progress and achievements of the program will be monitored, measured and assessed. It should illustrate as accurately as possible the reasonable expectation of incremental job creation and the measurable positive up-stream and down-stream economic effects resulting from the job creation. The technical approach should also include gender considerations with a focus on the participation and benefits to women and estimate the number of women that will be positively impacted by the program.

**Technical applications shall not exceed 15 pages**, excluding attachments (e.g. curriculum vitae of key personnel, documentation on previous contracts or assistance awards). Technical proposals that exceed that limit will not be reviewed. Excessively elaborate presentations should be avoided.

Full applications should be submitted in the following format:

1. Table of Contents listing all page numbers and attachments;
2. Project Abstract not to exceed a one page description (1 page);
3. Body of proposal describing the programs' strategic fit, technical approach and the organization's qualifications and past experience not to exceed ten pages (10 pages);
4. Proposed objectives/outcomes and impact indicators; not to exceed two pages (2 pages);
5. Monitoring and Evaluation Plan; not to exceed two pages (2 pages);
6. Attachments (annexes) should be lettered (e.g. Attachment A) and must include the curriculum vitae of the Program Manager and other key personnel. Other helpful supporting documents may include letters of support or letters from public entities.
7. All **non-US organizations** shall submit the Information Form as described and provided in Mission Order 201.4 "National Security Screening (Non-US Party Vetting)", included in full in Annex H of this solicitation. The applicant must submit the Information Form (found in Appendix B of the Mission Order 201.4 located in Annex H of this solicitation) to the Vetting Support Unit, at ([Kabul\\_usaid\\_vsu@state.gov](mailto:Kabul_usaid_vsu@state.gov)). Only high quality scanned versions will be accepted. Along with this form you must attach a copy of the relevant Afghan business licenses and copies of the photo identification of the Key Individuals as defined on the form. On emails, reference the specific Solicitation Number and your organization name in the "Subject" line.

Provide a copy of the email auto-reply confirming the submission of the Information Form to the Vetting Support Unit as an attachment to the Technical Application.

8. Complete and submit all certifications and representations as cited in Annex I
9. Cost Proposal—The applicant shall submit the following in support of the proposed budget: The budget shall be submitted using Standard Form (SF) 424, 424A, 424B which can be downloaded from USAID web site <http://www.usaid.gov/forms/sf424.pdf> <http://www.usaid.gov/policy/ads/300/303.pdf> or at Federal Offices, and must also include a budget summary organized by program element.

- a. A budget shall be accompanied with a budget narrative that provides in detail the total costs for implementation of program your organization is proposing. The following items shall be listed in detail:
  - i. Current Negotiated Indirect Cost Rate Agreement if your organization has one. Provide a copy of any US Government approval of your indirect cost rate. If your organization does not have a NICRA, provide a proposal for Indirect Rate.
  - ii. Personnel:
    - 1. Identify by title and name, each position to be supported under the proposed award
    - 2. State the amounts of time, such as months and percent of time that will be expended by each position, their base pay rate and total direct compensation under this program, e.g.  
Position/person/Time/XXX rate=\$XXX
    - 3. Fringe Benefits—Indicate the rate(s) used and the base of application for each rate.
  - iii. Fringe Benefits to Indicate the rate(s) used and the base of application for each rate.
  - iv. Travel—Identify total foreign and domestic travel as separate items.
    - 1. Indicate the estimated number of trips, number of travelers, positions of travelers, and number of days per trip, point of origin, destination and purpose of travel.
    - 2. For each trip, itemize the estimate of transportation and/or subsistence costs including airfare and per diem
  - v. Allowances:
    - 1. Identify and itemize for each eligible or policy-covered employee/position.
  - vi. Equipment, Materials and Supplies—Itemize the equipment, materials, and supplies and briefly justify the need for the items to be purchased as they apply to the Program Description. Indicate the estimated unit cost and number of units for each items to be purchased. Provide a basis for the costs estimates, e.g. pro forma invoice.

## VII. EVALUATION OF FULL APPLICATIONS

The application shall take into account the technical evaluation criteria as outlined below under Section VII. B.

USAID/Afghanistan utilizes the following process and criteria to evaluate all proposals:

### A. EVALUATION PROCESS:

Full applications received in response to this APS will be judged using the evaluation criteria stipulated in section VII B. If the application does not satisfy all of the criteria but generally has merit (particularly in terms of technical approach and strategic fit), USAID may ask the applicant to resubmit the proposal.

If an application is found acceptable, USAID will initiate negotiations for a grant. Likewise, USAID will inform unsuccessful applicants in writing, explaining briefly why the application was not selected for funding. Applicants will be notified of a decision within 30 days of the date of submission of the full application.

**Until an award document is received and signed by an Agreement Officer, no program expenditures will be paid by USAID/Afghanistan.**

## B. EVALUATION CRITERIA:

### **Technical Evaluation**

Applications received in response to this APS will be evaluated against the following selection criteria (on total number of points is 100):

1. Technical Approach - Viability of the proposed technical approach (i.e., the proposed technical approach can reasonably be expected to produce the intended outcomes). Applications should fully and clearly demonstrate how the proposed project builds on or complements existing activities in the sector funded by USAID, other U.S. government agencies or other donors, or otherwise addresses an unfilled need that will lead to incremental job creation and the positive up-stream and down-stream economic effects stemming there from. It should demonstrate how linkages or partnerships with other institutions enhance the overall effectiveness of the project. In addition, the application should indicate how the proposed activities as well as expected results or milestones will be tracked, measured and reported. (30 points)
2. Institutional Capacity - The ability of the organization to positively affect the particular area of development. The proposal should demonstrate the organization or company's effectiveness in terms of internal structure, technical capacity, and key personnel in meeting the defined goals. (20 points)
3. Strategic Fit - The likelihood that the program for which funding is sought will make a significant contribution towards achieving results in an area or areas of interest identified in Section IV. (10 points)
4. Women - Applications should include a statement relating to gender issues and how the applicant expects the program to positively affect the well-being of women and estimate the number of women that will be positively affected. (10 points)
5. Past Performance - All applicants will be subject to a past performance review. Applicants must submit a list of all contracts, grants, or cooperative agreements involving similar or related programs over the past three years prior to receiving an award. Reference information shall include the location, current telephone numbers, points of contact, and award numbers if available. A brief description of work performed is also required. USAID reserves the right to solicit relevant information concerning an applicant's past performance and may consider such information. (15 points)
6. Sustainability - The rationale or basis for believing that the programs being supported will continue beyond and without USAID funding. (10 points)



Criteria #5 does not apply to applications deemed to qualify under “Afghan First” guidelines or as seed projects (Section VII.D.)

### **Cost Evaluation**

The cost proposal will be evaluated on whether it is realistic and consistent with the technical proposal, the financial wherewithal of the applicant entity and the fair and reasonable appearance of the costs proposed. A provision of cost share shall be considered in the cost effectiveness of the award.

#### **C. APPLICATION CLARIFICATION:**

USAID may require applications to be clarified or supplemented to the extent considered necessary for evaluation through additional written documentation.

#### **D. AWARDS:**

Award will be made to the responsible organization or companies whose proposed program offers the best opportunity to achieve significant incremental gains and progress on a priority development initiative.

Award amounts under this APS will be determined on a case-by-case basis. The total amount of funding available from USAID/Afghanistan in year one under this APS is \$2.5 million. During the first year, two potential levels or variations of financing are foreseen: Seed Funds and USAID/Applicant Shared Cost.

**Seed Funds** – This option will apply in cases where an Afghan entity has a unique and innovative idea that holds real promise to positively affect a priority development area but lacks resources. USAID/Afghanistan will award a **grant** to enable research and design, testing or small scale pilots during the first year to establish viability. Seed funds will have a ceiling of \$100,000 per project. The expectation is that the project will advance to a higher level of start-up funding in year two. However, there is no guarantee of add-on funding.

**USAID/Applicant Shared Cost** – All eligible applicants as defined in Section V whose full applications are accepted will receive an award under a **grant**. The amount of the award will be determined on a case-by-case basis. However, it is unlikely any award will be more than \$500,000. The amount of the award will be negotiated taking into consideration the quality and estimated impact of the program as well as the ability of the applicant to contribute. In the case where a program under an accepted full application is particularly beneficial to the “Afghan First” initiative, USAID/Afghanistan will consider funding up to 100% of the cost of the program.

USAID may award grants or seed grants resulting from this solicitation. During the first fourteen months (November 1, 2011 – December 31, 2012), it is anticipated that there will be at least one award each quarter. Awards to U.S. organizations will be in accordance with 22 CFR 226, OMB Circulars, and USAID Standard Provisions. Mandatory Standard Provisions

for U.S. Non-governmental Recipients and Mandatory Standard Provisions for Non-U.S. Non-governmental Recipients will apply. All of these are available at the USAID internet site:

<http://www.usaid.gov/pubs/ads>.

#### E. COST SHARING:

For this APS solicitation, applicants are encouraged to contribute to the total cost of the program. Cost sharing includes contributions, both cash and in-kind, which are necessary and reasonable to achieve program objectives and which are verifiable from the recipient's records. Cost sharing contributions may include volunteer services provided by professional and technical personnel and un-recovered indirect costs. Additional information may be found in 22 CFR 226.23 "Cost sharing and matching" and the USAID Automated Directives System (ADS) 303.3.10; both documents are available online at:

[www.usaid.gov/business/regulations/](http://www.usaid.gov/business/regulations/). Applicant contributions may be cash or in-kind, in the form of a relevant good or service. If a proposal qualifies as a seed project or is particularly beneficial to the domestic economy in line with the principles of "Afghan First," the USAID share may be as high as 100% of the total cost.

#### F. ENVIRONMENTAL PROTECTION AND COMPLIANCE

All projects funded by USAID must conform to U.S. environmental regulations (22 CFR216) requiring evaluation to ensure that any environmental impacts resulting from the project implementation are mitigated. Through development of the Initial Environmental Examination (IEE), 22 CFR 216 or "Reg.216," ensures that environmental (i.e., natural resource or public health) impacts of USAID-funded activities are identified and mitigation measures are proposed at the design stage, prior to the irreversible obligation of USAID funds. Subsequently, over the Life of the Activity (LOA), these environmental mitigation measures are to be a standard component of program management.

#### G. MARKING AND BRANDING

Based on ADS 320.3.3 and 22 CFR 226.91, the Applicant shall prepare a Branding Strategy and Marking Plan for any award under this APS unless as determined by the Agreement Officer. Branding and marking under this Cooperative Agreement will be carried out in accordance with AAPD 05-11

[http://www.usaid.gov/business/business\\_opportunities/cib/pdf/aapd05\\_11.pdf](http://www.usaid.gov/business/business_opportunities/cib/pdf/aapd05_11.pdf).

USAID guidelines regarding marking and branding can be found at

<http://www.usaid.gov/policy/ads/300/320.pdf>

#### H. EXECUTIVE ORDER ON TERRORISM FINANCING (FEB 2002)

The Contractor/Recipient is reminded that U.S. Executive Orders and U.S. law prohibits

transactions with, and the provision of resources and support to, individuals and organizations associated with terrorism. It is the responsibility of the contractor/Recipient to ensure compliance with these Executive Orders and laws. This provision must be included in all subcontracts/subawards issued under this contract/agreement.

#### I. FOREIGN GOVERNMENT DELEGATIONS TO INTERNATIONAL CONFERENCES (JAN 2002)

Funds in this agreement may not be used to finance the travel, per diem, hotel expenses, meals, conference fees or other conference costs for any member of a foreign government's delegation to an international conference sponsored by a public international organization, except as provided in ADS Mandatory Reference "Guidance on Funding Foreign Government Delegations to International Conferences" or as approved by the AO.

#### J. USAID DISABILITY POLICY (DEC 2004)

(a) The objectives of the USAID Disability Policy are (1) to enhance the attainment of United States foreign assistance program goals by promoting the participation and equalization of opportunities of individuals with disabilities in USAID policy, country and sector strategies, activity designs and implementation; (2) to increase awareness of issues of people with disabilities both within USAID programs and in host countries; (3) to engage other U.S. government agencies, host country counterparts, governments, implementing organizations and other donors in fostering a climate of nondiscrimination against people with disabilities; and (4) to support international advocacy for people with disabilities. The full text of the policy paper can be found at the following website:  
[http://www.usaid.gov/about\\_usaid/disability/](http://www.usaid.gov/about_usaid/disability/).

(b) USAID therefore requires that the Recipient not discriminate against people with disabilities in the implementation of USAID funded programs and that it make every effort to comply with the objectives of the USAID Disability Policy in performing the program under this grant or cooperative agreement. To that end and to the extent it can accomplish this goal within the scope of the program objectives, the Recipient should demonstrate a comprehensive and consistent approach for including men, women and children with disabilities.

#### K. PRE- AWARD SURVEY

The Agreement Officer or the survey team's responsibility is to ensure that a recipient has the necessary organization, experience, accounting and operational controls, and technical skills, or the ability to obtain them, in order to achieve the objectives of the program.

(1) For a U.S. organization, the Agreement Officer applies the standards in 22 CFR 226, 22, to include CFR 226.20 (Financial and Program Management), 22 CFR 226.30 – 226.37

(Property Standards), 22 CFR 226.40 – 226-49 (Procurement Standards), and 22 CFR 226.50 – 226.53 (Reports and Records).

To establish whether the potential recipient is responsible, the Agreement Officer or a representative must conduct a detailed analysis of the applicant's systems that addresses whether— - its accounting, recordkeeping, and overall financial management systems meet the applicable standards in 22 CFR 226;

- the applicant's system of internal controls, including segregation of duties, handling of cash, contracting procedures, personnel and travel policies, is reasonable and in accordance with the applicable cost principles;
- the applicant's property management system, if applicable, meets the property standards in 22 CFR 226;
- the applicant meets the responsibilities in OMB Circular A-133 for the administration and monitoring of subawards; and
- the applicant's procurement system, if procurement is significant to the award, meets the standards set forth in 22 CFR 226.

(2) For a non-U.S. applicant, although 22 CFR 226 does not directly apply, the Agreement Officer must use the standards of 22 CFR 226 in determining whether a potential non-U.S. recipient is responsible.

### (3) Pre-Award Responsibility Determination

A pre-award 'survey' or assessment may also be conducted if there is uncertainty about the organization's capacity to perform financially or technically, or if the organization has never had a USAID award, has not had any US Government award over the last five years, or if for any other reason the Agreement Officer determines a pre-award survey is in the best interest of USAID. The areas covered by a pre-award survey or assessment will vary according to circumstances but may include reviews to ensure the organization meets the necessary standards for financial management, program management, property, procurement, reports and records, internal controls, is in good financial standing, and has the technical capacity to conduct the proposed program\

Additional Provisions for US and Non-US Non Governmental Organizations are provided in Annex E.

## VIII. ADMINISTRATION OF AWARDS

The awards will be administered by USAID/Afghanistan in accordance with all applicable USG regulations. These documents are available at <http://www.usaid.gov/policy/ads/300/303.pdf>.

Awards will include language prohibiting transactions with, and the provision of resources and support to, individuals and/or organizations associated with terrorism, and any other required certificates. They also will require the inclusion of this prohibition in all sub-contracts and sub-awards.

#### IX. POINT OF CONTACT

Please direct all queries and submit applications to [KabulAidOAMailbox@usaid.gov](mailto:KabulAidOAMailbox@usaid.gov)



## ANNEXES

### ANNEX A: AFGHAN FIRST

#### DESCRIPTION OF AFGHAN FIRST

**AFGHAN FIRST POLICY** - Local procurement by all USG and other foreign organizations can contribute directly to both stability and economic development which are critically important to accomplish our shared purpose: to support Afghan leadership, capacity, and sustainability. Therefore, the USG's procurement policy in Afghanistan is: *Afghan First*.

**What is the Policy?** Local procurement can be faster, easier, and less expensive than purchasing from vendors outside Afghanistan. For many products and services, local quality standards may already meet import standards, or with focused and sustained effort, they may be raised to international standards.

Think Afghan sustainability (of the people, by the people, and for the people of Afghanistan). Increasing local procurement, at acceptable standards for quality, price and reliability of supply will require sustained, senior management attention, and the dedication of those at all levels regarding procurement decisions. In this purpose, all of us must be innovative, proactive, and creative to implement *Afghan First*. Whether it's implementing development projects, procuring furniture, contracting services, hiring staff, etc., all USG staff can make a difference to implement *Afghan First*. Here is an illustrative 'menu' of options on how to implement *Afghan First*:

#### 1. Use existing local resources and Afghan business directories

- ☐ Peace Dividend Trust (PDT) is a non-profit organization that fosters and implements innovations in peacekeeping and economic development. Their goal is to make missions efficient, effective, and equitable.
- ☐ The USG supports local partners such as PDT, who have been working in Afghanistan since January 2006 to increase local procurement, by connecting international buyers to Afghan sellers. In particular, PDT manages a database of Afghan suppliers -- currently about 5,500 -- that one can find on PDT's webpage: [www.buildingmarkets.org](http://www.buildingmarkets.org). PDT also trains Afghan companies about bidding and performance issues.

#### 2. Encourage a greater response from Afghan businesses

- ☐ Advertise in Dari and Pashto in local communities.
- ☐ Simplify documents and identify points of contact that are fluent in Dari and Pashto.

- ☐ Make vendor registration procedures and key forms available in Dari and Pashto.
- ☐ Provide free bid invitations and tender documents to local Afghan businesses.
- ☐ Pay local Afghan companies within 30 days.
- ☐ Establish local Afghan vendor lists.
- ☐ Pre-qualify Afghan businesses.

### **3. Support the local currency**

- ☐ Pay contracts and wages in Afghanis wherever possible.

### **4. Develop Afghan skills**

- ☐ Retain Afghan firms wherever possible.
- ☐ Break large contracts down into smaller contracts, by geography or by sector.
- ☐ Coordinate training programs for suppliers.
- ☐ Refer suppliers to an existing program with incentives to participate.

### **5. Hire / Recruit / Retain Afghan staff**

- ☐ Hire national Afghan staff wherever possible.
- ☐ Build capacity of national staff.
- ☐ Provide mentorship and training opportunities.
- ☐ Motivate staff via formal recognition of work well done.
- ☐ Provide recognition and recommendations for their professional development.

## ANNEX B: CONCEPT PAPER INSTRUCTIONS

The *Concept Paper Form* serves as a first-screening test for potential activities. The form is designed to gather essential basic information about the Applicant and what it is proposing to do. This form should be presented by the applicants who respond to this APS

### Instructions by Section;

Items 1-3: Applicant's name, address, telephone, fax and e-mail - self-explanatory.

Item 4: Key contact person & title - The contact person (agent) is responsible for communications between USAID and the Applicant. This applies to all aspects of the award, from initial summary through completion. The agent must have full authority and responsibility to act on behalf of the Applicant. The agent should be someone who will be directly involved with the award activity and has a proven, established relationship with the Applicant.

Item 5: Briefly describe organization and its activities - Should introduce the Applicant and its background: How it was formed, its mission or purpose, major accomplishments in the area of the targeted activity, current activities, and clients.

Item 6: Award activity title - The title given to the activity should relate to the activity objective.

Item 7: Problem analysis and statement - Identify the problem that the award activities proposes to address.

Items 8-9: Award objective, results to be achieved, linkage to the objective, and verifiable indicators of achievement - Must be linked to USAID objectives.

Item 10: Identify beneficiaries, disaggregated by gender if possible, number, location, and how they will benefit from the award.

Item 11: Anticipated duration should be stated with the greatest degree of accuracy possible.

Item 12: Main task phases of the activity - Provide details regarding the subtasks of the activity.

- Item 13: Approximate cost of this activity (cash, in-kind, and third-party sources) - Applicant must submit a rough estimate of the cost of the proposed activity and sources of funds, specifying how much will come from USAID, the Applicant's contribution, and any third-party contributions. A detailed budget is not necessary at this point, only a plausible "ballpark" calculation, which should be within 15 percent (+/-) of the final approved budget.
- Item 14: Environmental Impact Assessment. No grant will be awarded without the Environmental Impact Assessment completed in entirety, if applicable, as described in Annex D.

## ANNEX C: CONCEPT PAPER TEMPLATE

1. Organization's name:
2. Address:
3. Telephone: Fax: E-mail:
4. Key contact person and title:
5. Briefly describe organization, purpose, and past related experience:
6. Award activity title:
7. Problem analysis and statement:
8. Award objective:
9. Results to be achieved, linkage to grant objective, and verifiable indicators of achievement:
10. Identify beneficiaries, disaggregated by gender if possible, number, and how they will benefit from grant:
11. Anticipated duration of activity from start to finish:



12. Main task phases of the activity: [Calendar activities with estimated periods, responsible and results.]

**Time (periods)**

**Responsibility**

**Expected Results**

**Task 1:**

**Task 2:**

**Task 3: (etc.)**

13. Approximate cost of this activity (cash, in-kind, and third-party sources):

Applicant resources \$ \_\_\_\_\_

Third-party resources \$ \_\_\_\_\_ (identify source)

USAID \$ \_\_\_\_\_

Total Estimated Cost \$ \_\_\_\_\_

14. Environmental Impact Assessment (see Annex D).

Submitted by: \_\_\_\_\_

Date: \_\_\_\_\_

## ANNEX D: DESCRIPTION OF ENVIRONMENTAL REVIEW CONSIDERATIONS

ENVIRONMENTAL REVIEW. USAID's Automated Directive System (ADS) part 201.5.10 and 204 which, in part, require that the potential environmental impacts of USAID-financed activities are identified prior to a final decision to proceed and that appropriate environmental safeguards are adopted for all activities. In addition, the contractor/recipient must comply with host country environmental regulations, unless otherwise directed in writing by USAID. The following three categories of environmental determination will be applied based on the sized, nature and cumulative impact of the proposed intervention

- (a) A Categorical Exclusion for training, planning, meetings, analyses, studies, technical assistance, and design activities per 22 CFR 216.2 (c)(2)(i) and (iii) as technical assistance;
- (b) A Positive Determination for activities that include large-scale constructions of new facilities or on underdeveloped land per 22 CFR 216.2 (a)(2)(iii); and
- (c) A Negative Determination with Conditions for civil works associated with small-scale construction and rehabilitation of courthouses per 22 CFR 216.3 (3)(iii) require additional environmental mitigation activities or environmental assessments.

The contractor will be required to prepare an EA specifying one or more activities that are qualified for positive determination. The contractor/recipient will also be required to develop and submit a scoping statement followed by and EA in order to address the environmental impacts of their activities more precisely.

## ANNEX E: APPLICABLE PROVISIONS AND REFERENCES

Standard Provisions will be provided in full text, as applicable, in the resultant agreement.

Mandatory Standard Provisions for Non U.S. Nongovernmental Recipients  
<http://www.usaid.gov/policy/ads/300/303mab.pdf>

Mandatory Standard Provisions for U.S. Nongovernmental Recipients  
<http://www.usaid.gov/policy/ads/300/303maa.pdf>

22 CFR 226 USAID Assistance Regulations  
[http://www.access.gpo.gov/nara/cfr/waisidx\\_02/22cfr226\\_02.html](http://www.access.gpo.gov/nara/cfr/waisidx_02/22cfr226_02.html)

22 CFR 228 USAID Source, Origin, Nationality Regulations  
[http://www.access.gpo.gov/nara/cfr/waisidx\\_01/22cfr228\\_01.html](http://www.access.gpo.gov/nara/cfr/waisidx_01/22cfr228_01.html)

ADS Series 303 Acquisition and Assistance  
<http://www.usaid.gov/policy/ads/300/303.pdf>

AAPD 02-10 Cost Sharing in Grants and Cooperative Agreements to NGOs  
[http://www.usaid.gov/business/business\\_opportunities/cib/pdf/aapd02\\_10.pdf](http://www.usaid.gov/business/business_opportunities/cib/pdf/aapd02_10.pdf)

## ANNEX F: SPECIAL PROVISIONS FOR PERFORMANCE IN AFGHANISTAN

### **1. SPECIAL PROVISION FOR PERFORMANCE IN AFGHANISTAN (JULY 2010)**

All recipient personnel deploying to Afghanistan under grants or cooperative agreements with a performance period over 30 days or valued at more than \$100,000 must be accounted for in the Department of Defense maintained Synchronized Predeployment and Operational Tracker (SPOT) system. Information about SPOT is available at <http://www.dod.mil/bta/products/spot.html> as well as from the Agreement Officer (AO) or Agreement Officer's Technical Representative (AOTR). Recipient shall register those individuals requiring SPOT-generated Letters of Authorization (LOAs) in SPOT before deploying any employees or consultants to Afghanistan. If individuals are already in Afghanistan at the time the recipient employs them, the recipient must enter each individual upon his or her becoming an employee or consultant under this award. Personnel that do not require LOAs are still required to be accounted for in SPOT for reporting purposes either individually or via an aggregate tally methodology. The recipient must maintain and keep current all employee and consultant data in SPOT. Information on how individual and/or aggregate tally registrations will be made in SPOT is available from the Agreement Officer (AO) or Agreement Officer's Technical Representative (AOTR). Recipient performance may require the use of armed private security personnel. To the extent that such private security contractors (PSCs) are required, recipients are required to ensure they adhere to Chief of Mission (COM) policies and procedures regarding the operation, oversight, and accountability of PSCs. PSCs will be individually registered in SPOT.

Under this award, the term "PSC" includes any personnel providing protection of the personnel, facilities, or property of a recipient or subrecipient at any level, or performing any other activity for which personnel are required to carry weapons in the performance of their duties. As specific COM policies and procedures may differ in scope and applicability, recipient is advised to review post policies and procedures carefully in this regard and direct any questions to the Embassy Regional Security Office (RSO) via the Agreement Officer's Technical Representative. Any exception to these policies must be granted by the COM via the RSO. A copy of any exception must be provided to the AO and AOTR. COM policies and procedures may be obtained from the RSO via the Agreement Officer's Technical Representative. Recipient is also advised that these policies and procedures may be amended from time to time at the post in response to changing circumstances. Recipient is advised that adherence to these policies and procedures is considered to be a material requirement of this grant/cooperative agreement. The recipient must include this provision in all sub-awards at any tier or contracts under their grant/cooperative agreement. Recipient is reminded that only the Agreement Officer has the authority to modify the Notice of Award. Recipients shall proceed with any security guidance provided by the RSO, but shall advise the Agreement

Officer and the Agreement Officer's Technical Representative of the guidance received and any potential cost or schedule impact.

**4-14.001 Information for Non-US contractors, subcontractors, and key individuals.**

(a) The Recipient must complete and submit the "USAID Information Form" in located in Annex H, Mission Order 201.4, "National Security Screening (Non-US Party Vetting)" for:

- (i) Itself, if it is a non-U.S. entity;
- (ii) Each subcontractor or subcontractor of a subcontractor, regardless of the tier, that is a non-U.S. entity; or
- (iii) Each key individual that is a non-U.S. entity.

(b) For purposes of this clause, the following definitions apply:

"Non-U.S. entity" means (1) any non-US citizen or non-permanent legal resident of the United States; or (2) any entity that is not formed in the United States or for which 50% or more of the equity is owned or controlled by persons who are not U.S. citizens or permanent legal residents of the United States.

"Key individuals" means (i) an individual or entity owning 10% or more equity stake in the organization, whether publically- or privately-held; (ii) principal officers of the organization's governing body (e.g., chairman, vice chairman, treasurer or secretary of the board of directors or board of trustees); (iii) the principal officer and deputy principal officer of the organization (e.g., executive director, deputy director; president, vice president); (iv) the program manager or chief of party for the USAID-financed program; and (v) any other person with significant responsibilities for administration of USAID financed activities or resources.

(c) The requirements of paragraph (a) of this clause must be completed at prior to the Government's acceptance of the award and following that, at the earlier of:

- (i) Once a year; or
  - (ii) When there is a change or addition to any entity or person identified in paragraph (a).
- (d) USAID reserves the right to rescind approval for a sub-award in the event that USAID subsequently becomes aware of information indicating that the sub-award is contrary to U.S. law or policy prohibiting support for terrorism, or facilitating criminal activity. In such cases, USAID's Contracting and Agreement Officer will provide written instructions to the recipient to terminate the sub-award.

ANNEX H: USAID/AFGHANISTAN MISSION ORDER, 201.4, “NATIONAL SECURITY SCREENING (NON-US PARTY VETTING)”, MAY 9, 2011

Attach as PDF

## ANNEX I: CERTIFICATIONS AND REPRESENTATIONS

Applicants invited to submit an application shall submit the following standard certifications and representations as found: <http://www.usaid.gov/policy/ads/300/303sad.pdf> in full text.

## ANNEX J: AGENCY CONTACTS

Ms. Laura Slaughter  
Agreement Specialist  
Office of Acquisition & Assistance  
U.S. Agency for International Development  
U.S. Embassy  
Great Masood Road  
Kabul, Afghanistan

U.S. phone: 202 216 6288 x 4126  
E-mail: [LSlaughter@state.gov](mailto:LSlaughter@state.gov)

Mr. Robert P. Schmidt  
Agreement Officer  
Office of Acquisition & Assistance  
U.S. Agency for International Development  
U.S. Embassy  
Great Masood Road  
Kabul, Afghanistan

U.S. phone: 202 216 6288 x 4739  
E-mail: [Rschmidt@state.gov](mailto:Rschmidt@state.gov)

Mr. Shoja Ahmad Mateen  
Agreement Specialist  
Office of Acquisition & Assistance  
U.S. Agency for International Development  
U.S. Embassy  
Great Masood Road  
Kabul, Afghanistan

U.S. phone: 202 216 6288 x 4768  
E-mail: [MateenSA@usaid.gov](mailto:MateenSA@usaid.gov)